
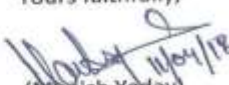


SECTION - 2

2.1 Letter from India Trade Promotion Organisation (ITPO)

		इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन India Trade Promotion Organisation	
<small>भारत सरकार का उद्यम A Government of India Enterprise</small>			
संख्या Reference :	145-ITPO (253)/BDD/ 2016	दिनांक Date :	April 11 th , 2018
		फोन Phone :	
<p>Reed Triune Exhibitions Pvt. Ltd., No. 215, 3rd Floor, 8th Main Road, Vasanthnagar, Bangalore – 560 052</p> <p>Subject: AMTEX 2018 – July 6-9, 2018.</p> <p>Dear Sir,</p> <p>This is to inform that Reed Triune Exhibitions Pvt. Ltd has booked Hall No. 7 ABC, D, E & 8-12A for the period July 03-09, 2018 at Pragati Maidan to organize AMTEX 2018, subject to conditions mentioned in the event allotment letter dated 14/08/2017 issued earlier by ITPO.</p> <p>The other terms and conditions remain unchanged.</p> <p>Thanking you,</p> <p style="text-align: right;">Yours faithfully,  (Manish Yadav) Deputy Manager</p>			
<small>पंजीकृत कार्यालय : प्रगति भवन, प्रगति मैदान, नई दिल्ली-110001 टेलीफोन : 23371540, 23371491 फ़ैक्स : 91-11-23371492 Registered Office : Pragati Bhawan, Pragati Maidan, New Delhi-110001 Tel : 23371540, 23371491 Fax : 91-11-23371492 ई-मेल/E-mail : info@itpo.gov.in वेबसाइट/Website : www.inditradeair.com</small>			

2.2 ITPO GUIDELINES FOR THE EXHIBITORS

RULES AND REGULATIONS:

1. A team of ITPO officers will visit the site of the exhibition. Any violation of the Guidelines by the Exhibitors would result in imposition of compensatory payment and dismantling of contravening booths / structures at the cost and risk of the Exhibitor.
2. Exhibitions are business-oriented events and attended by domestic and overseas personnel and visitors. It is therefore necessary that hosts/hostesses and presenters, who often promote different products and services on behalf of the exhibitors, are decently attired, keeping in view the law of the land and India's cultural ethos.
3. If the exhibitor involves across the counter sales, they have to ensure that the CASUAL GST REGISTRATION is TAKEN at Delhi in advance and the payable tax is deposited by the them. The organizers will not be responsible for the same.
4. The permissible height of stand construction is 2.5mtrs. Only few features like logo in bigger stalls can go up till the height of 3.5 Mtrs.
5. The sound decibel inside the hall is to be regulated in the interest of all other users and visitors. The sound decibel in common areas and in passages should not exceed 70 decibel.
6. The exhibitors must vacate the halls by 8:00 am on 10th July 2018. In the event of any delay in vacating the stall/s by the Exhibitors, penalty will be applicable.
7. The movement of the exhibition material on the roads inside Pragati Maidan would be regulated in accordance with the guidelines specified by Security Division of ITPO.
8. No material will be allowed to be taken out of Pragati Maidan by the exhibitors without "Exit passes" issued by the Organizers duly counter-signed by ITPO.
9. A proper checking is carried out of the vehicles with the help of metal detectors/inverter mirrors by the security staff and Delhi Police on duty under over all supervision of shift-in-charge.
10. To decorate the roads within Pragati Maidan leading to various halls, ITPO has Flag poles and Buntings. These can be hired by exhibitors from the organizers. Exhibitors should contact the organizers for requirement of bunting and flag pole.
11. All display space/boards/poles will have to be restored to their original condition by the exhibitors at the end of the exhibition by ensuring that the banners, bunting and other display material are removed before the Halls are handed over back to ITPO by the Organizers.
12. Pragati Maidan has been declared as 'No Plastic Zone'. Violations will be treated under the appropriate law.
13. Pragati Maidan has been declared as 'No Smoking Zone'. Violations will be taken very seriously. This information must be passed on to all participants and implemented through organizer's security personnel also.
14. All Exhibitors are hereby notified that they shall obtain license from M/s. Phonographic

Performance Ltd., G-11, Ground Floor, Nizamuddin West, New Delhi 110013 if they intend to use Music System and play music in their stall or pavilion. Contact No. 41329911/37.

15. **Safety Measures:** Safety of Exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must therefore strictly comply with all relevant fire and safety regulations. All electrical wiring and fittings must conform to the appropriate safety norms. Exhibitors should also install guards or protectors on machine exhibits during demonstration to avoid injury or damage by spark, heat, fumes etc. use of inflammable, poisonous, explosive (including gas cylinders), radioactive and other hazardous material is strictly prohibited.
16. **Fire Precautions:** Firefighting equipment will be installed at various points in the Exhibition halls. However, Exhibitors are advised to take due precautions and provide necessary firefighting equipment in their own stands. To ensure clear access to fire extinguishers, no obstruction or display material will be allowed in the aisles and emergency exits. Fire tenders will be stationed at the exhibition site during the period of the exhibition. Exhibitors should also install protective shielding on machine exhibits during the demonstration to avoid injury to visitors.
17. The Fire safety precautions, security and comprehensive insurance against all risks for the exhibits including but not limited to any natural calamity etc. during entire exhibition period shall be carried out by exhibitors at their own costs. Organizers shall, in no way, be responsible for any claims whatsoever. Similarly the exhibitors are advised to take insurance cover for their exhibits against fire, water, handling, transport, theft and other risks. And damage to the property of ITPO during the Exhibition period will have to be made good by the exhibitor.
18. No exhibitor will keep any hazardous chemicals, gases and firearms in the stalls.
19. Use of fire hazard material like thatch, dry grass and other similar inflammable materials is not permitted. Only fire retardant materials should be used for decoration of booths.
20. No gas stove and other implements using live flame are permitted inside the halls for any purpose.

21. Mezzanine Construction

- a. The extent of area of Mezzanine construction will be governed by the following:
- b. Floor at 2.5 m+1.0 m parapet.
- c. Stalls below 108 sq. m. – No Mezzanine
- d. Stalls above 108 sq. m. -10% of net area booked
- e. Charges for the Mezzanine area created by the organizer/exhibitors will be charged at the license fee of the hall and will be payable by the organizers to ITPO before seeking approval of the layout.
- f. **Mezzanine construction should be taken up only on ITPO's approval.**
- g. Stand construction should be independent of the walls, columns and roof of the halls.
- h. The exhibitor shall submit the plan with structural stability certificate from a qualified structural engineer of the stall for consideration of the Organizer/ITPO. The responsibility of safety of structure shall lie solely on the exhibitor.

22. Electric Power Supply and Guidelines for Connection

- a. A.C. 3 Phase : 415 volts \pm 10%
- b. A.C. 1 Phase : 220 volts \pm 10%

- c. Frequency : 50 Hz \pm 3%
 - d. No D.C. Supply is available.
 - e. Fluctuations mentioned above are only for reference. Large variations could be expected on some occasions. For precision instruments exhibitors are advised to use stabilizers spike guards to protect their equipment.
 - f. To ensure safety of stall personnel and visitors there should be no loose wiring or hanging wires. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed cable joints are permitted.
 - a. Organizers will provide electric power at one main point to all exhibitors depending on their total requirement of power. Exhibitions must install separate and independent switch connections for each machine / exhibit. Exhibitors should use Fuse, Distribution Boards for feeding power to their equipment/machines.
 - b. Drawing of power from the main point provided for individual stall and connecting it to machines/exhibits is to be carried out by the exhibitors at their own cost. Connecting power to more than the specified load is not permitted.
 - c. The main electrical supply point must be kept easily accessible for operation and repairs in the event of emergency. These should not be concealed or covered with any partition wall/stored material. In case of emergencies these should be easily accessible for switching off.
 - d. Exhibitors are advised to install equipment like voltage Stabilizers/UPS for their sophisticated machines/exhibits. If the machines are sensitive to the floor alignment, placement of steel plates underneath is recommended.
 - e. Temporary power supply for erection and Fabrication can be made available from 3rd July 2018 onwards. The cost will be Rs. 3000 per kw per day.
23. Re-sale or supply of electricity to third-party is not permitted.
- 24. Damage Caused by Exhibitors**
The stalls must be restored to its original condition after closure of the exhibition. Exhibitors will be required to make good all damages caused to the floor, building or other exhibition structure, equipment by repairing the same or paying the cost specified by the Organizers within 15 days from the date of closure of the exhibition.
25. **Stand maintenance:** No painting or use of nails/screws on the laminated panels will be allowed. Drawing pins of Adhesive tapes could however be used.
26. **Photography:** The Organizer reserves the right to photograph any exhibit for their use.
27. All decision will be subject to Bangalore Jurisdiction only.